2-12-14

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton:

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Italy. I chose to study Italy in my training course because I love Italian food. I am really looking forward to going to all the phenomenal restaurants if I am given this assignment. In addition, I am one quarter Italian and would like to learn about my cultural background and about the place where my great grandparents were born.

Over the course of the next 7 ½ weeks, I expect to learn about Italy culture, food, business etiquette and some important phrases in Italian. Having this knowledge will provide me with the knowledge of communicating in Italy as well as use the information I will learn about business to help Talbot Thingamajig, Inc increase its profit.

Lastly, I think I would be a great addition to this team because I am dedicated, reliable, and have good team working skills. To begin with, I am dedicated to skiing and snowboarding. I practice almost every weekend in the winter to become better and better each year. Additionally, I am reliable because I almost always get my homework completed and turned in in time. I also have good team working skills when I play soccer and lacrosse with my team. All of these qualities will benefit your company.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Jessie McGinley

3223 Henrich Farm Ln

Allison Park, PA 15101